How to enter a New Superintendent or Business Manager

LEA Administrators complete this section of the eGrant system.

Step 1: Click on the 'Add/View Contacts' on the left hand side of the eGrant system.

Step 2: Select the old Superintendent or Business Manager from the drop down arrow & click 'Go'

Step 3: Make the old Superintendent or Business Manager inactive by clicking the 'Make Contact Inactive' button (By deleting them you will delete any information they may have added, by making them inactive they no longer have access to your district's application.)

Step 4: Click 'OK' in the pop-up window to make contact inactive.

Step 5: Click 'Add/View Contact' on the left hand side.

Step 6: Click 'Add Contact'.

Step 7: Fill in the new Superintendent's or new Business Manager's information (**EXCEPT** the position --- **DO NOT** fill in the position information).

Step 8: Click the 'Save' button.

Step 9: After the information has been saved, a drop down box will be available -- select the appropriate position.

Step 10: Click the 'Save' button. The new Superintendent or Business Manager will be added to the application. A login name and password can now be requested from the login screen of the egrant system.